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# Edwardsville Bulletin

*To the Faculty and Staff of Southern Illinois University at Edwardsville*

Vol. 11, No. 24  
Oct. 8, 1979

## OPERATING POLICY IN THE EVENT OF INCLEMENT WEATHER AND OTHER SPECIAL CONDITIONS

(Supersedes Edwardsville Bulletin, Vol. 11, No. 3,  
November 29, 1978)

### General Statement

The official calendar as established for the University will be followed except when emergency conditions occur. The President has delegated the determination of what constitutes an emergency condition to the Vice President for Business Affairs. Unless specific announcements have been made, all faculty and staff are expected to continue the ongoing operation of the institution. This policy applies equally to all Administrative Staff and Open Range Civil Service employees at the Edwardsville, Alton, and East St. Louis campuses. Section 3 applies specifically to Student Workers. Any pay or time off for negotiated or prevailing rate employees will be determined in compliance with the appropriate Memorandum of Understanding or Multi-Employer Area Agreement.

The University believes that its mission requires ongoing operations during all but extreme weather conditions. This belief does not translate into a need to jeopardize employees' safety. Safe transportation to and from work depends on many factors, such as distance, specific road conditions in the employee's home area, etc. Individual employees are asked to exercise sound judgement and discretion with regard to their personal safety. No punitive action will be taken against any employee who considers conditions to be too hazardous to drive.

Emergency conditions can result in one of two decisions.

#### 1. Cancellation of Classes

When cancellation of classes occurs, the announcement will be specific as to the period of cancellation, that is, the specific hour of the day the cancellation begins and ends. If conditions persist, further announcements will follow. Cancellation of classes will mean that classroom and laboratory instruction and bus transportation have stopped. All other operations of the University will function as normal.

Each employee will be allowed a limit of eight hours off (excused absence with pay) due to inclement weather in each University Fiscal Year applicable only during hours when classes have been cancelled. It is the employee's responsibility to inform the supervisor of his/her absence. Any hours off beyond eight hours (per fiscal year) due to inclement weather will be charged against the employee's accumulated vacation or absence without pay. For employees on flexitime work schedules, days that classes are cancelled will be treated the same as holidays in that only 8 hours will be granted as excused absence with pay. Scheduled hours in excess of 8 must be worked, charged to vacation or absence without pay.

If an employee has used vacation days to cover periods of absence during inclement weather, and therefore has insufficient accumulated vacation for a planned absence during the spring or summer peak vacation periods, absence without pay equal to the number of vacation days so used will be authorized.



## 2. Closing of the University

When extreme conditions exist, the University will be closed for a specified period of time.

Each Vice President shall be responsible for designating those operations in his/her area that must continue regardless of closing the University. He/she also will be responsible for development of a plan to communicate with employees who provide special services which cannot be suspended or interrupted and who, therefore, are required to report to work.

Employees who are scheduled and required to work when the University is closed will receive time off with pay equal to the number of hours worked to be scheduled similar to vacation time.

Employees who are scheduled to work but are not required to report when the University is closed should report the time as "authorized time off with pay."

## 3. Student Workers

Student Workers who are scheduled to work but are not required to report when the University is closed will be excused from work with pay.

Student Workers who are scheduled and required to work when the University is closed will receive time off with pay equal to the number of hours worked. This time off is to be scheduled at a future time mutually agreeable to the employee and the supervisor.

During periods of cancellation of classes, Student Workers who report to work and work their regularly scheduled hours will be paid. Student Workers who fail to report for work on days that classes are cancelled will be excused without pay.

## Normal Resumption of Duties

Normal resumption of duties is expected with the beginning of the shift or scheduled work period following the expiration of the closing period.

## Emergency Announcements

As soon as a decision of cancellation of classes or closing of the University has been made, the President and other Vice Presidents will be informed. Each Vice President is responsible for relaying the information into his/her organizational unit.

The information will be given immediately to the Director of University News Service who will inform the following radio stations in the area: WSIE-FM, KIRL, WRTH, KXOK, KMOX, WINU, WIBV, WOKZ, WGNU, WESL, WJBM, KSD, WIL, WSMI, WMRY, KSLQ, KATZ, KKSS, WCBW.

Emergency information can also be obtained by calling any of the following University telephone numbers:

### Day Only

692-2536	692-3600
692-3100	692-2010

### Day and Evening

692-2000	692-2550
692-3324	692-2739